

Element Performance Inspection (EPI) Data Collection Tool
1.2.3 Maintenance Log / Recording Requirements (AW)

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To provide policy, procedures, instructions and information necessary for the preservation, retrieval and recording of any reported or observed failure or malfunction and all mechanical irregularities.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Maintenance Log / Recording Requirements process.
- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the Maintenance Log / Recording Requirements process.

Specific Instructions:

- Intentionally left blank.

Related EPI(s):

- 1.1.1 Aircraft Airworthiness (AW)
- 1.1.2 Appropriate Operational Equipment (AW)
- 1.2.1 Airworthiness Release / Logbook Entry (AW)
- 1.2.2 Major Repairs and Alterations Records (AW)
- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 1.3.4 Required Inspection Items (RII) (AW)
- 1.3.5 MEL / CDL / Deferred Maintenance (AW)
- 5.1.1 Line Stations (AW)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)

121.360(d)
121.369(c)
121.369(c)(1)
121.369(c)(2)
121.369(c)(3)
121.380(a)(1)
121.563
121.701(a)
121.701(b)
121.709(a)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
Intentionally left blank.

EPI SECTION 1 – PERFORMANCE OBSERVABLES

Objective: (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Maintenance Log / Recording Requirements.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review information listed in the Supplemental Information section of this data collection tool.
- 2 Review the policies, procedures, instructions and information for the Maintenance Log / Recording Requirements process contained in the Certificate Holder's manual.
- 3 Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
- 4 Observe the Maintenance Log / Recording Requirements process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
- 5 Discuss the Maintenance Log / Recording Requirements process with the personnel (other than management) who perform the duties and responsibilities required by the Maintenance Log / Recording Requirements process.

Questions

To meet this objective, the inspector must answer the following questions:

- 1 Were the following Performance Measures met:
 - 1.1 Did the Certificate Holder provide, in a place readily accessible to each flight crewmember, adequate copies of the aircraft maintenance log?

☐ Yes
☐ No, Explain

Related performance JTIs:

 - Check at the aircraft for adequate copies of the record required in paragraph (a) of this section in the airplane in a place readily accessible to each flight crewmember in accordance with the certificate holder design.

Sources: 121.701(b)
 - 1.2 Was each observed failure or malfunction documented in accordance with the Certificate Holder's design?

☐ Yes
☐ No, Explain

Related performance JTIs:

 - Check at the air carrier specified location each person who takes action in the case of a reported or observed failure or malfunction of an airframe, that is critical to the safety of flight shall make, or have made, a record of that action in the airplane's maintenance log in accordance with the certificate holder design.

Sources: 121.701(a)

 - Check at the air carrier specified location each person who takes action in the case of a reported or observed failure or malfunction of an engine, that is critical to the safety of flight shall make, or have made, a record of that action in the airplane's maintenance log in accordance with the certificate holder design..

Sources: 121.701(a)

 - Check at the air carrier specified location each person who takes action in the case of a reported or observed failure or malfunction of an propeller, that is critical to the safety of flight shall make, or have made, a record of that action in the airplane's maintenance log in accordance with the certificate holder design..

<p><i>Sources:</i> 121.701(a)</p> <ul style="list-style-type: none"> • Check at the air carrier specified location each person who takes action in the case of a reported or observed failure or malfunction of an appliance, that is critical to the safety of flight shall make, or have made, a record of that action in the airplane's maintenance log in accordance with the certificate holder design.. <p><i>Sources:</i> 121.701(a)</p> <ul style="list-style-type: none"> • Check at the aircraft that all mechanical irregularities occurring during flight time are entered in the maintenance log of the airplane at the end of that flight time in accordance with the certificate holder design. <p><i>Sources:</i> 121.563</p> <ul style="list-style-type: none"> • Check at the aircraft that the pilot in command ensures all mechanical irregularities occurring during flight time are entered in the maintenance log of the airplane at the end of that flight time in accordance with the certificate holder design. <p><i>Sources:</i> 121.563</p>	
1.3 Were all required aircraft maintenance log entries made in accordance with the Certificate Holder's design?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2 Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for Maintenance Log / Recording Requirements process followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3 Were the Maintenance Log / Recording Requirements process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4 Did the records for the Maintenance Log / Recording Requirements process comply with the instructions provided in the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5 Were the process measurements for the Maintenance Log / Recording Requirements process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6 Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu	
1. Personnel.	
2. Tools and Equipment.	
3. Technical Data.	
4. Procedures, policies or instructions or information.	
5. Materials.	
6. Facilities.	
7. Controls.	
8. Process Measures.	
9. Interfaces.	
10. Desired Outcome.	
11. Other.	

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

Objective: To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Maintenance Log / Recording Requirements is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

1 Identify the person who has overall responsibility for the Maintenance Log / Recording Requirements process.

2 Identify the person who has overall authority for the Maintenance Log / Recording Requirements process.

NOTE: If no personnel or major program changes (as defined by the Principal Inspector) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3 – 6 below. Answer questions 2.1 & 2.2 below, and provide the name/title.

3 Review the duties and responsibilities of the person(s), who manage the Maintenance Log / Recording Requirements process.

4 Review the appropriate organizational chart.

5 Discuss the Maintenance Log / Recording Requirements process with the management personnel identified in Tasks 1 and 2.

6 Evaluate the qualifications and work experience of the management personnel identified in Tasks 1 and 2.

Questions

To meet this objective, the inspector must answer the following questions:

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed for the Maintenance Log / Recording Requirements process:

2.1 Is there a clearly identified person who is responsible for the quality of the Maintenance Log / Recording Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
2.2 Is there a clearly identified person who has authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Maintenance Log / Recording Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
2.3 Does the responsible person know that he/she has responsibility for the Maintenance Log / Recording Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4 Does the person with authority know that he/she has authority for the Maintenance Log / Recording Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

2.5 Does the person with responsibility for the Maintenance Log / Recording Requirements process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.6 Does the person with authority to establish and modify the Maintenance Log / Recording Requirements meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.7 Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Maintenance Log / Recording Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.8 Does the person with authority understand the controls, process measurements, and interfaces associated with the Maintenance Log / Recording Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.9 Does the responsible person know who has authority to establish and modify the Maintenance Log / Recording Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10 Does the individual with authority know who has the responsibility for the Maintenance Log / Recording Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES –Drop Down Menu	
1. Assignment of responsibility.	
2. Assignment of authority.	
3. Does not understand procedures, policies or instructions and information.	
4. Does not understand controls.	
5. Does not understand process measurements.	
6. Does not understand interfaces.	
7. Span of control.	
8. Position vacant.	
9. Other.	